



**STATE OF TENNESSEE
DEPARTMENT OF HUMAN SERVICES**

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BILL LEE
GOVERNOR

DANIELLE W. BARNES
COMMISSIONER

August 26, 2019

W.J. Evins, Board Chairman
DeKalb County Schools
110 South Public Square
Smithville, Tennessee 37166

Dear Mr. Evins,

The Department of Human Services (DHS) - Audit Services Division staff conducted an unannounced on-site monitoring review of the Summer Food Services Program (SFSP) at DeKalb County Schools (Sponsor), Application Agreement 00-716, on August 1, 2019. Additional information was requested and provided on August 5, 2019. The purpose of this review was to determine if the Sponsor complied with the *Title 7 of the Code of Federal Regulations* (CFR) applicable parts, provider agreement, and applicable Federal and State regulations.

Based on our review of the Sponsor's records and information provided, the Sponsor had 12 feeding sites operating during the review period. The **Smithville Elementary** feeding site was selected as the sample site. In addition, we reviewed all meal counts for all sites operating during the review period.

Background

SFSP Sponsors utilize meal count sheets to record the number of breakfast, lunch, supper, and supplement meals served. Meals served by participating Sponsors must meet the minimum guidelines set by the United States Department of Agriculture (USDA) and DHS to be eligible for reimbursement. The SFSP Sponsor reports the number of meals served through the DHS Tennessee Information Payment System (TIPS) for reimbursement.

We inspected meal count sheets for our test period and reconciled the meals claimed to the meals reported as served for each meal service. We also assessed compliance with civil rights requirements. In addition, we observed a lunch meal service at **Smithville Elementary** on June 11, 2019.

Our review of the Sponsor's records for June 2019 revealed no significant deficiencies.

Technical Assistance Provided

Technical assistance was offered however it was declined by the Sponsor.

We appreciate the assistance provided during this review. If you have any questions regarding this report, please contact Sean Baker, Audit Director 2, at 615-313-4727 or Sean.Baker@tn.gov.

Sincerely,



Sam O. Alzoubi, CFE
Director of Audit Services

Exhibits

cc: Amy Lattimore, School Nutrition Supervisor, DeKalb County Schools
Patrick Cripps, Superintendent, DeKalb County Schools
Allette Vayda, Director of Operations, Child and Adult Care Food Programs
Debra Pasta, Program Manager, Child and Adult Care Food Program
Elke Moore, Administrative Services Assistant 3, Child and Adult Care Food Program
Constance Moore, Program Specialist, Child and Adult Care Food Program
Marty Widner, Program Specialist, Child and Adult Care Food Program
Comptroller of the Treasury, State of Tennessee

Exhibit A

SFSP Sponsor Program Data

Sponsor: DeKalb County Schools
Review Month/Year: June 2019
Claim Reimbursement Total: \$15,992.04

Site Meal Service Reconciliation and Monitor Activity	Reported on Claim	Reconciled to Documentation
Number of Participating Sites for Breakfast	4	4
Number of Participating Sites for Lunch	4	4
Number of Participating Sites for Supper	1	1
Number of Breakfasts Served	2,334	2,334
Number of 2 nd Breakfasts Served	5	5
Number of 1 st Lunches Served	2,415	2,415
Number of 2 nd Lunches Served	14	14
Number of Suppers Served	221	221

Exhibit B

SFSP Sample Site Data

Sample Site: Smithville Elementary
Review Month/Year: June 2019

Site Meal Service Reconciliation and Monitor Activity	Reported on Claim	Reconciled to Documentation
Total Number of Days Food Served	18	18
Number of 1 st Breakfasts Served	1,102	1,102
Number of 2 nd Breakfasts Served	5	5
Number of 1 st Lunches Served	1,122	1,122
Number of 2 nd Lunches Served	14	14

Note: There were no reporting errors noted for the feeding sites not included in our sample. Therefore, there are no exhibits included for those sites.